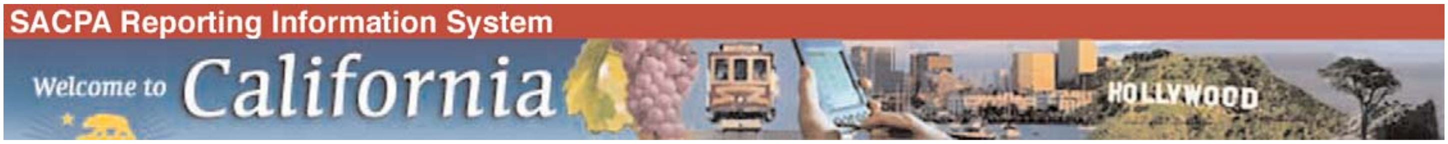
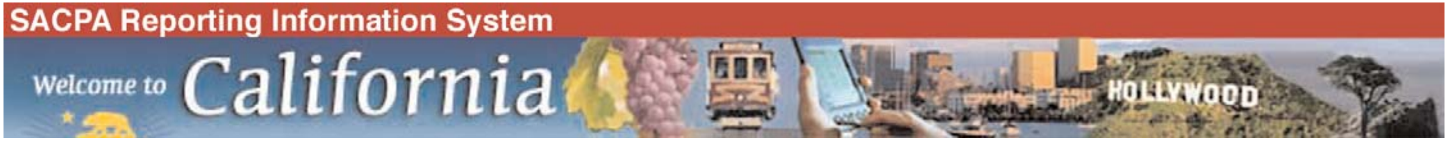


Substance Abuse and Crime Prevention Act
SACPA Reporting Information System

User Manual

Updated: August 28, 2003



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HOLLYWOOD

Part Four: Quick Reference

Add Expenditure, Client Counts and Wait List Report (page 63)

1. Select the Submissions link on the Navigation bar.
2. Select the link of the fiscal year for which you are submitting your Expenditure, Client Counts and Wait List Report.
3. Select the Fiscal Year Set Up link
4. Update your Excess Funds Carry over amount from the prior year if necessary.
5. Click the Save button.
6. Select the Prior Page link.
7. Select the Expenditure, Client Counts and Wait List Report link for the appropriate period.
8. Select the Add an Expenditure, Client Counts and Wait List Report link.
9. Determine if you want to add a plan using a blank template (page 63) or copy data from an existing report and select the appropriate link (page 67).
10. Select the link for each Web form and complete all fields listed. Complete the following forms: Entity, Service/Activity, Case Management Client Counts, Other Services Client Counts, and Wait List. SATTA (SB 223) expenditure and client count questions are included in these forms.
11. Click Save after entering data on each Web form.

Update Expenditure, Client Counts and Wait List Report (page 72)

1. Select the Submissions link on the Navigation bar.
2. Select the link of the fiscal year for which you are updating your Expenditure, Client Counts and Wait List Reports.
3. Select the Expenditure, Client Counts and Wait List Reports link for the appropriate period.
4. Select the Update or View an Existing Expenditure, Client Counts and Wait List Reports link.
5. Select the link for each Web form and complete all fields listed. Complete the following forms: Entity, Service/Activity, Case Management Client Counts, Other Services Client counts, and Wait List. SATTA (SB 223) expenditure and client count questions are included in these forms.
6. Click Save after updating each Web form.

Delete Expenditure, Client Counts and Wait List Report (page 75)

1. Select the Submissions link on the Navigation bar.
2. Select the link of the fiscal year for which you are updating your Expenditure, Client Counts and Wait List Report.
3. Select the Expenditure, Client Counts and Wait List Report link for the appropriate period.
4. Select the Delete an Existing Expenditure, Client Counts and Wait List Report link.
5. Click the Delete button next to the Expenditure, Client Counts or Wait List Report you wish to delete.

Part 4: Expenditures, Client Counts, and Wait List

Getting Started

This section guides you through the process of entering actual Expenditures, Client Counts, and Wait List Reports. The first sections of Part four are devoted to the technical aspects of using the SRIS pages for data entry. These include the different methods for creating the report (i.e. beginning with a blank template or beginning with an existing report and updating the information), viewing and updating information that has already been entered, updating the status of the reports, deleting draft reports, and deleting line items on reports. The final section of Part 4 is devoted to defining the types of data that should be entered in each field. If you are not sure whether you have computed counts and expenditures correctly, please contact your ADP analyst.

Creating a County Expenditure Report

There are two ways to create a County Expenditure Report for a specified fiscal year:
By using a blank template.
By making a copy of an existing Expenditure Report or County Plan and making updates to it.

Note:
The copy function will copy only the entity types from the Entity Information page; no fiscal information will be copied. ***See page 20.***

Using a Blank Template

1. Log on to the SRIS. For help logging on, refer to page 2.

2. Click the Submissions link on the navigation bar, and then click the link for the fiscal year of the document you would like to create. Once you have selected the year, you will be directed to a page displaying the options for the selected fiscal year. Figure 4.1 is an example of the Fiscal Year Options page.

Figure 4.1: Fiscal Year Options Page.

3. Click the Expenditure, Client Counts and Wait List Report link for the appropriate reporting period. Expenditure, Client Counts and Wait List Reports are due twice a year.

4. Click either the First Six Months (July 1 to December 31) link, or the Annual (July 1 to June 30) link.

5. Click the Add an Expenditure, Client Counts and Wait List Report link from the Select an Activity page displayed. Figure 4.2 is an example of the Select an Activity page.

Note:
If a County Expenditure Report already exists in the system, the Add an Expenditure, Client Counts and Wait List Report link will not be available.

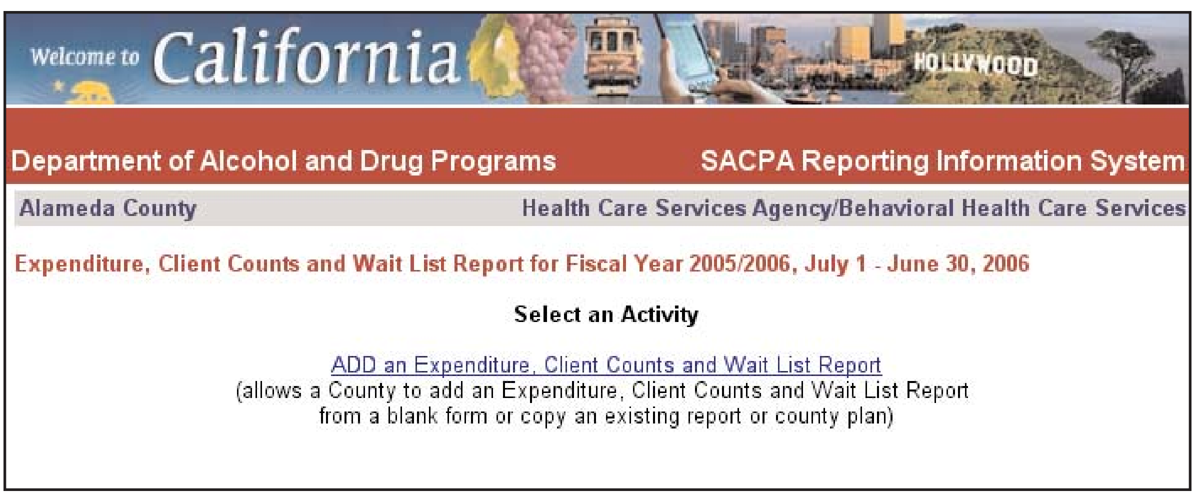
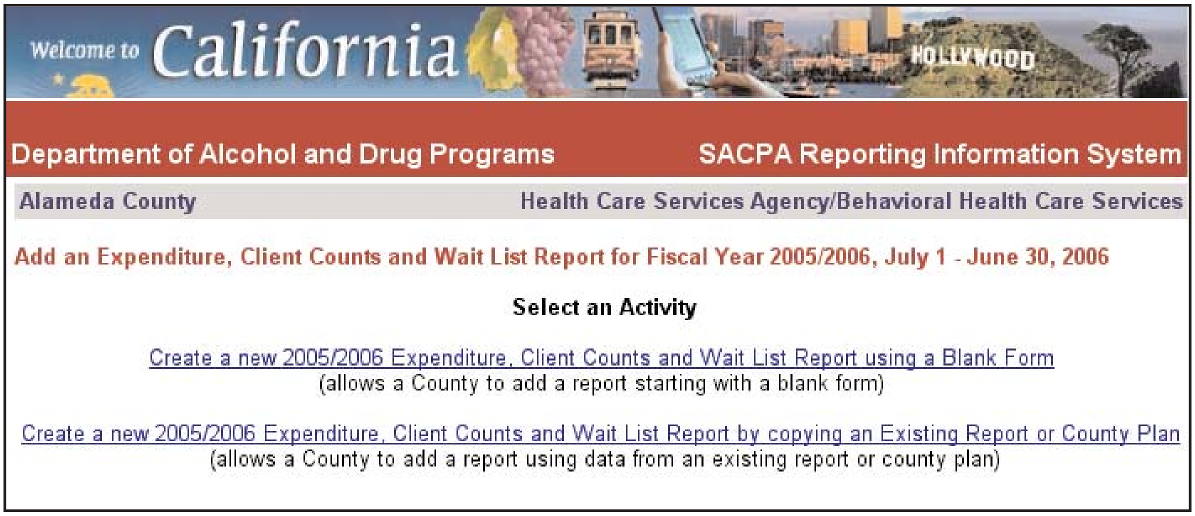


Figure 4.2: Select an Activity Page.

6. Click the Create a New Expenditure, Client Counts and Wait List Report from a Blank Form link from the second Select an Activity page displayed. Figure 4.3 is an example of the second Select an Activity page.

Figure 4.3: Select an Activity Page.



7. Click the page you would like to create/update from the County Data Entry Selection page displayed. Figure 4.4 is an example of the County Data Entry Selections page.

Figure 4.4: County Data Entry Selections Page.

You may select from the following:

Entity

The Entity page allows you to enter the amount expended by entity type. For instructions on how to complete Entity Information, refer to Expenditure - Entity Information section on page 79.

Service/Activity

The Service/Activity page allows you to enter the amount expended by Service/Activity Type. For instructions on how to complete Service/Activity Information, refer to Expenditure - Service/Activity Information section on page 80.

Case Management Client Counts

The Case Management Client Counts page allows you to enter the number of clients by case management type and demographic. For instructions on how to complete the Case Management Client Counts, refer to the Case Management and Other Services Client Counts Information section on page 84.

Other Services Client Counts

The Other Services Client Counts page allows you to enter the number of clients by other services type and demographic. For instructions on how to complete the Other Services Client Counts, refer to the Case Management and Other Services Client Counts Information section on page 84.

Wait List

The Wait List page allows you to enter the number of clients that spent time on a wait list for other services. For instructions on how to complete the Wait List page, refer to the Other Services Waiting List Counts Information section on page 85.

8. Each page has a series of data entry fields. Complete the fields and click the **SAVE** button to save your changes. When you have updated each page, click the Prior Page link at the bottom of each page to return to the page list. This will allow you to click the next page to create/update. You may update each page as often as you like.

Note:
The Expenditure, Client Counts and Wait List Report will not be submitted to ADP until you Update the Status of the plan to County Submitted. For instructions on how to update your report status, refer to "Updating Expenditure, Client Count and Wait List Report Status" section on page 70.

Creating from an Existing County Plan or Expenditure Report

Creating a new Expenditure, Client Counts and Wait List Report from an existing County Plan or Expenditure Report will allow you to use the existing Entities entered on the Entity Information Page. No fiscal data will be copied.

1. Log on to the SRIS. For help logging on, refer to page 2.

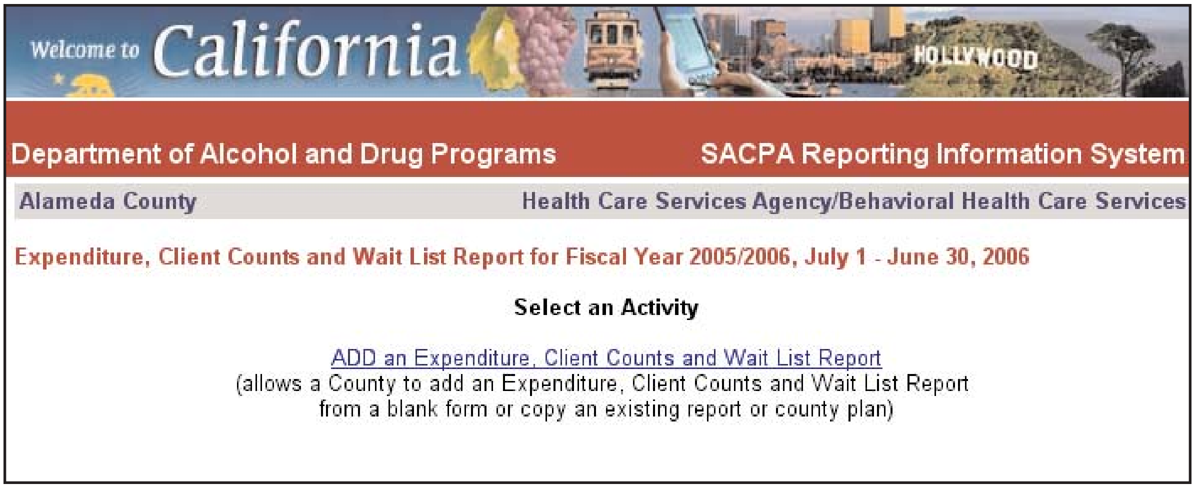
2. Click the Submissions link on the left hand navigation bar, and then click the link for the fiscal year of the document you would like to create. Once you have selected the year, you will be directed to a page displaying the options for the selected fiscal year. Figure 4.5 is an example of the Fiscal Year Options page.

Figure 4.5: Fiscal Year Options Page.

3. Click either the First Six Months (July 1 to December 31) link, or the Annual (July 1 to June 30) link. Expenditure, Client Counts and Wait List Reports are due twice a year.

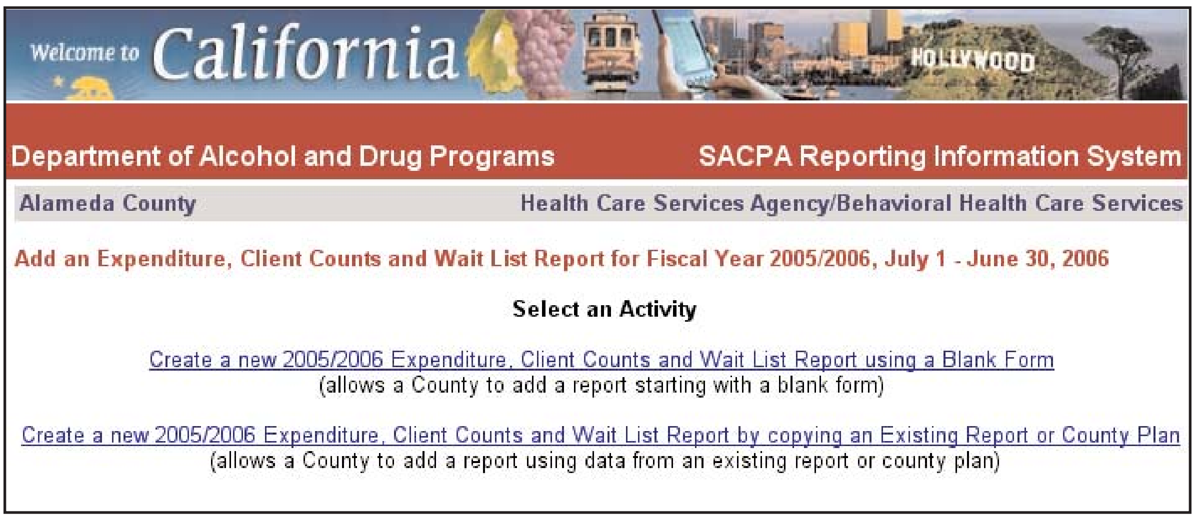
4. Click the Add an Expenditure, Client Counts and Wait List Report link from the Select an Activity page displayed. Figure 4.6 is an example of the Select an Activity page.

Figure 4.6: Select an Activity Page.



5. Click the Create a New Expenditure, Client Counts and Wait List Report by Copying an Existing Report link from the second Select an Activity page displayed. Figure 4.7 is an example of the second Select an Activity page.

Figure 4.7: Select an Activity Page.



6. Click on the document you would like to copy from the list of Plans and Reports displayed. Figure 4.8 is an example of the Plans and Reports List page.

Note:
Copying an existing Expenditure Report or County Plan will only generate the Entities entered on the Entity Information Page. No fiscal data will be copied.

Figure 4.8: Plans and Reports Page.

Welcome to California

HOLLYWOOD

Department of Alcohol and Drug Programs SACPA Reporting Information System

Alameda County Health Care Services Agency/Behavioral Health Care Services

Add an Expenditure, Client Counts and Wait List Report for Fiscal Year 2005/2006, July 1 - June 30, 2006 by Copying an Existing Report or County Plan

To add an Expenditure, Client Counts and Wait List Report for Fiscal Period July 1 - June 30, 2006 using data from an existing report or county plan, select the link of the Fiscal Year/Version you wish to copy.

Note: Only Entity Types will be copied to the new report. Dollar amounts will not be carried over to the new report.

Expenditure, Client Counts and Wait List Reports

Expenditure, Wait List and Client Counts for Fiscal Period July 1 - December 31, 2001

Expenditure, Wait List and Client Counts for Fiscal Period July 1 - June 30, 2002

Expenditure, Wait List and Client Counts for Fiscal Period July 1 - December 31, 2002

Expenditure, Wait List and Client Counts for Fiscal Period July 1 - June 30, 2003

Expenditure, Wait List and Client Counts for Fiscal Period July 1 - December 31, 2003

Expenditure, Wait List and Client Counts for Fiscal Period July 1 - June 30, 2004

Expenditure, Wait List and Client Counts for Fiscal Period July 1 - December 31, 2004

Expenditure, Wait List and Client Counts for Fiscal Period July 1 - December 31, 2005

County Plans

County Plan for Fiscal Year 2004/2005 (Version 2)

County Plan for Fiscal Year 2003/2004 (Revised 08/27/2003)

County Plan for Fiscal Year 2003/2004 (Version 14)

County Plan for Fiscal Year 2003/2004 (Version 13)

7. Click the page you would like to create/update from the County Data Entry Selection page displayed. You may select from the following:

Entity

The Entity page allows you to enter the amount expended by entity type. For instructions on how to complete Entity Information, refer to Expenditure - Entity Information section on page 79.

Service/Activity

The Service/Activity page allows you to enter the amount expended by Service/Activity Type. For instructions on how to complete Service/Activity Information, refer to Expenditure - Service/Activity Information section on page 80.

Case Management Client Counts

The Case Management Client Counts page allows you to enter the number of clients by case management type and demographic. For instructions on how to complete the Case Management Client Counts, refer to the Case Management and Other Services Client Counts Information section on page 84.

Other Services Client Counts

The Other Services Client Counts page allows you to enter the number of clients by other services type and demographic. For instructions on how to complete the Other Services Client Counts, refer to the Case Management and Other Services Client Counts Information section on page 84.

Wait List

The Wait List page allows you to enter the number of clients that spent time on a wait list for other services. For instructions on how to complete the Wait List page, refer to the Other Services Waiting List Counts Information section on page 85.

8. Each page has a series of data entry fields. Complete the fields and click the **SAVE** button. This will save your changes. When you have updated each page, click the Prior Page link at the bottom of the page to return to the page list. This will allow you to click the next page to create/update. You may update each of the pages as often as you like.

> **Note:**
> ***The Expenditure, Client Counts and Wait List Report will not be submitted to ADP until you Update the Status of the plan to County Submitted. For instructions on how to update your report status, refer to "Updating Expenditure, Client Count and Wait List Report Status" section located on page 70.***

Updating and Viewing Existing Expenditures, Client Count and Wait List Report Information

1. Log on to the SRIS. For help logging on, refer to page 2.

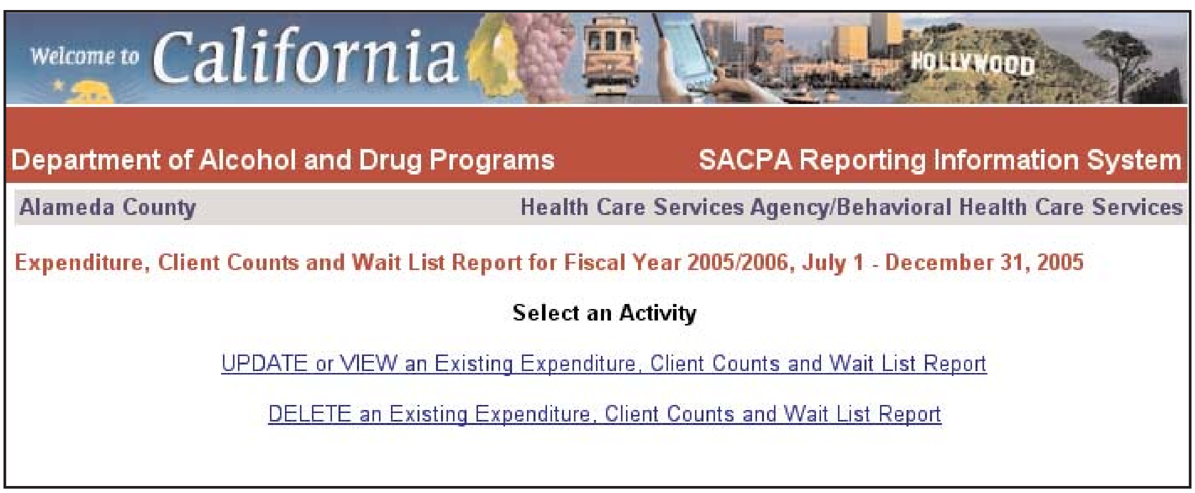
2. Click the Submissions link on the left hand navigation bar, and then click the link for the fiscal year of the document you would like to create. Once you have selected the year, you will be directed to a page displaying the options for the selected fiscal year. Figure 4.9 is an example of the Fiscal Year Options page.

Figure 4.9: Fiscal Year Options Page.

3. Click either the First Six Months (July 1 to December 31) link, or the Annual (July 1 to June 30) link. Expenditure, Client Counts and Wait List Reports are due twice a year.

4. Click the Update or View an Existing Expenditure, Client Counts and Wait List Report link from the Select an Activity page displayed. Figure 4.10 is an example of the Select an Activity page.

Figure 4.10: Select an Activity Page.



5. Click the page you would like to create/update from the Update or View an Existing Expenditure, Client Counts and Wait List Report page. You may select from the following:

Entity

The Entity page allows you to enter the amount expended by entity type. For instructions on how to complete Entity Information, refer to Expenditure - Entity Information section on page 79.

Service/Activity

The Service/Activity page allows you to enter the amount expended by Service/Activity Type. For instructions on how to complete Service/Activity Information, refer to Expenditure - Service/Activity Information section on page 80.

Case Management Client Counts

The Case Management Client Counts page allows you to enter the number of clients by case management type and demographic. For instructions on how to complete the Case Management Client Counts, refer to the Case Management and Other Services Client Counts Information section on page 84.

Other Services Client Counts

The Other Services Client Counts page allows you to enter the number of clients by other services type and demographic. For instructions on how to complete the Other Services Client Counts, refer to the Case Management and Other Services Client Counts Information section on page 84.

Wait List

The Wait List page allows you to enter the number of clients that spent time on a wait list for other services. For instructions on how to complete the Wait List page, refer to the Other Services Waiting List Counts Information section on page 85.

6. Each page has a series of data entry fields. Complete the fields and click the **SAVE** button. This will save your changes. When you have updated each page, click the Prior Page link at the bottom of each page to return to the page list. This will allow you to click the next page to create/update. You may update each of the pages as often as you like.

Updating Expenditure, Client Count and Wait List Report Status

County users have two status options for Expenditure, Client Counts and Wait List Reports:
DRAFT (which ADP users cannot view)
COUNTY SUBMITTED (changing the report to County Submitted will allow ADP access to your report)

Note:
ADP will change the status of your Expenditure, Client Counts and Wait List Report to ADP RECEIVED to acknowledge their receipt of the plan. County users will not be able to modify reports in the ADP RECEIVED status.

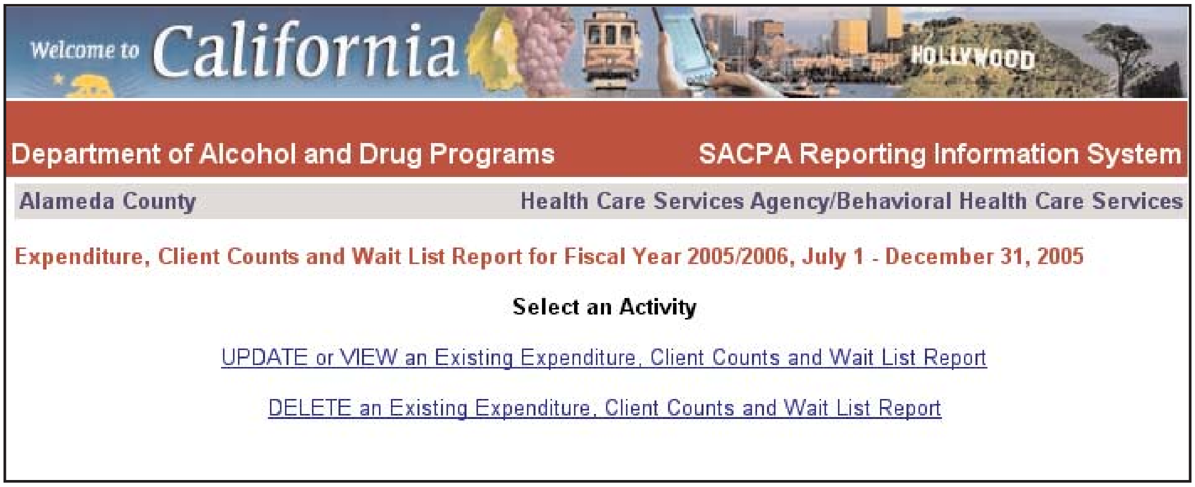
1. Log on to the SRIS. For help logging on, refer to page 2.

2. Click the Submissions link on the navigation bar, and then click the link for the fiscal year of the document you would like to create. Once you have selected the year, you will be directed to a page displaying the options for the selected fiscal year. Figure 4.11 is an example of the Fiscal Year Options page.

Figure 4.11: Fiscal Year Options Page.

3. Click either the First Six Months (July 1 to December 31) link, or the Annual (July 1 to June 30) link. Expenditure, Client Counts and Wait List Reports are due twice a year. See figure 4.12 for an example of the Expenditure, Client Counts and Wait List Report page.

Figure 4.12: Select an Activity Page.



4.Click the Update or View Existing Expenditure, Client Counts and Wait List Report link from the Select an Activity page displayed. The Expenditure, Client Counts and List Reports page will be displayed.

5. Click the Update Status link at the bottom of the Expenditure, Client Counts and List Reports page. Figure 4.13 is an example of the Expenditure, Client Counts and Wait List Reports page. The Update Status page will be displayed.

Figure 4.13: Expenditure, Client Counts and Wait List Reports Page.

The Update Status page displays the current and available status of the report.

County users have two status options:
DRAFT (which ADP users cannot view)
COUNTY SUBMITTED (changing the report to County Submitted will allow ADP access to your report once received).

6. Click the **SAVE** button to change the status of your report.

> **Note:**
> ***Changing the status back to DRAFT will allow you to make changes to your Expenditure, Client Counts and Wait List Report.***

Deleting Expenditure, Client Count and Wait List Report

An Expenditure, Client Count and Wait List Report with a Status of DRAFT can be deleted. But Reports with a status of COUNTY SUBMITTED and ADP RECEIVED cannot be deleted.

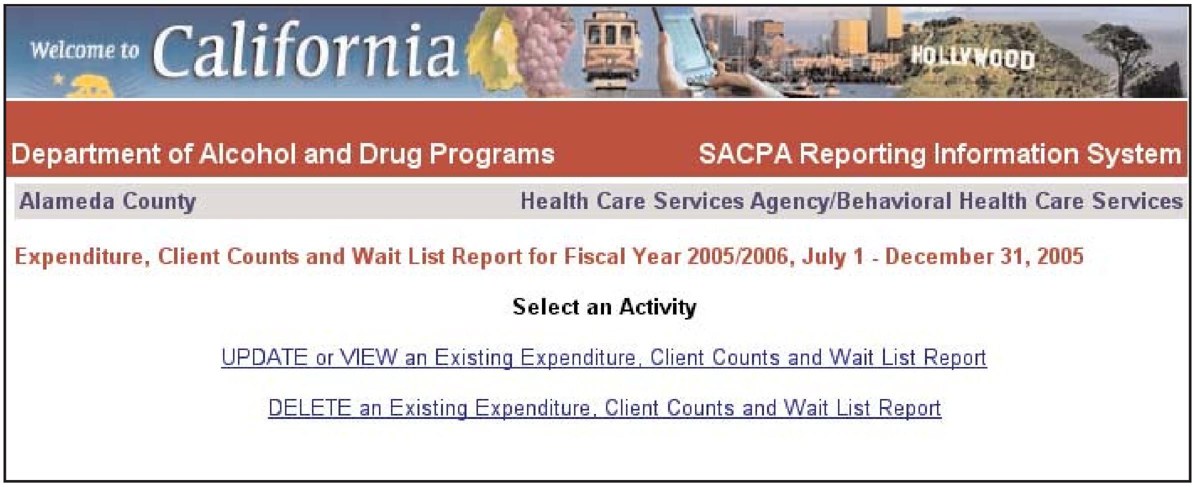
1. Log on to the SRIS. For help logging on, refer to page 2.

2. Click the Submissions link on the navigation bar, and then click the link for the fiscal year of the document you would like to create. Once you have selected the year, you will be directed to a page displaying the options for the selected fiscal year. Figure 4.14 is an example of the Fiscal Year Options page.

Figure 4.14: Fiscal Year Options Page.

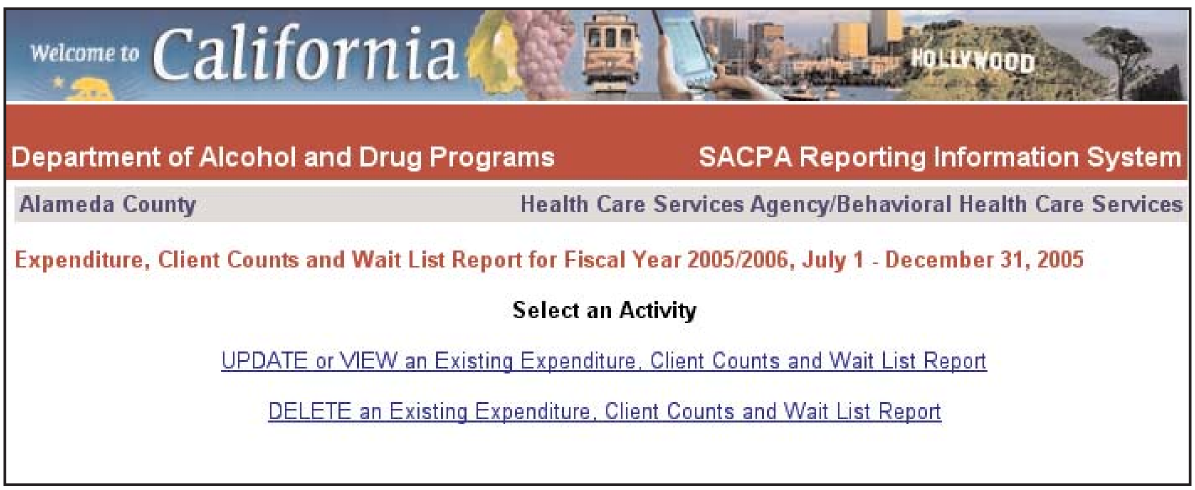
3. Click either the First Six Months (July 1 to December 31) link, or the Annual (July 1 to June 30) link. Expenditure, Client Counts and Wait List Reports are due twice a year. See figure 4.15 for an example of the Expenditure, Client Counts and Wait List Report page.

Figure 4.15: Select an Activity Page.



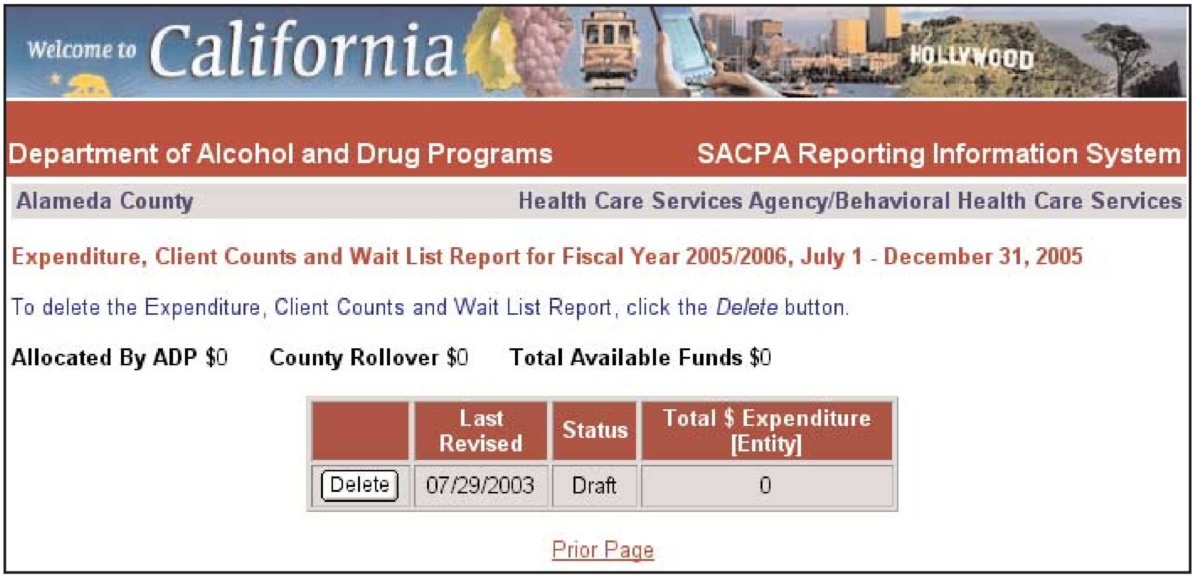
4. Click the Delete an Existing Expenditure, Client Counts and Wait List Report link on the Select an Activity page displayed. Figure 4.16 is an example of the Select an Activity page.

Figure 4.16: Select an Activity Page.



5. Select the **DELETE** button next to the Expenditure, Client Counts and Wait List Report you wish to delete. The message, "Are you sure you want to delete the Plan?" will be displayed. Figure 4.17 is an example of the Expenditure, Client Counts and Wait List Report Deletion page.

Figure 4.17: Expenditure, Client Counts and Wait List Report Deletion Page.



6. Click the **OK** button, and the selected Expenditure, Client Counts and Wait List Report, including Expenditure Entity, Expenditure Service/Activity, Case Management Client Counts, Other Services Client Counts and Wait List will be deleted.

Deleting a County Expenditure Report Entity Information Line Item

1. Log on to the SRIS. For help logging on, refer to page 2.

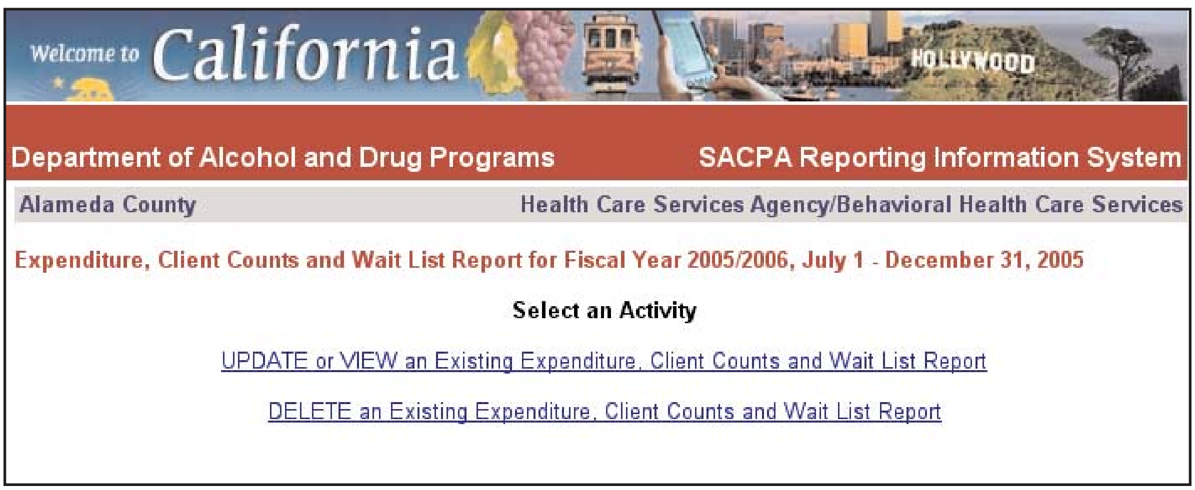
2. Click the Submissions link on the navigation bar, and then click the link for the fiscal year of the document you would like to delete. Once you have selected the year, you will be directed to a page displaying the options for the selected fiscal year.

3. Determine whether the entity you wish to delete is located in the first six months of the fiscal year or not. Click the Expenditure, Client Counts and Wait List Report - First Six Months (July 1 to December 31) link, or Expenditure, Client Counts and Wait List Report - Annual (July 1 to June 30) link. See figure 4.18

Figure 4.18: Fiscal Year Options Page.

4. Click the Update or View an Existing Expenditure, Client Counts and Wait List Report link from the data entry page displayed. Figure 4.19 is an example of the Data Entry Selection page.

Figure 4.19: Data Entry Selection Page.



5. Click Entity and a County Expenditure Reports List will be displayed. Figure 4.20 is an example of a Expenditure, Client Counts and Wait List Reports List.

Figure 4.20: Expenditure, Client Counts and Wait List Reports Page.

6. Click the radio button next to Entity Type you wish to delete.

7. Click the **SAVE** button at the bottom of the Expenditure Report page; the page will be re-displayed with the selected Entity Type deleted.

Note:
Deleting an Entity Type will also delete the corresponding Expenditure Information.

Detailed Explanation of Required Expenditures, Client Counts and Wait List Report Data

Expenditure - Entity Information

Enter the data according to the following steps:

1. Enter the name(s) of the entity/entities responsible for drug treatment in the **Entity Type** and **Drug Treatment** fields.

2. For each Drug Treatment entity listed, enter the following information:

   a. The amount of SACPA expenditures for providing direct Drug Treatment Services by entity in the **Direct Services** field.

   b. The amount of SACPA expenditures for supporting Administrative (non-direct Activities by entity in the **Administrative Activities** field).

3. Enter the name(s) of the other county entity/entities that received SACPA funds for services and activities in the Other Service field. Examples of Other Service entities include the County Office of Education, Social Services, Mental Health, Public Health, and the local Workforce Investment Board. Do not enter Criminal Justice entities such as courts or probation in this section. Enter them in the Criminal Justice fields, step 7.

Enter the following information for each of the Other Service entities listed:

a. The amount of SACPA expenditures for Direct Services in the **Direct Services** field.

b. The amount of SACPA expenditures for the Administrative (non-direct Activities in the **Administrative Activities** field).

4. Enter the name/type of entity/entities that received SACPA funds for services and activities in the **Criminal Justice** field. Examples of Criminal Justice entities include the Court and Probation Department.

Enter the following for each criminal Justice entities listed:

a. Enter the amount of SACPA expenditures for Direct Services in the **Direct Services** field.

b. Enter the amount of SACPA expenditures for Administrative (non-direct Activities in the **Administrative Activities** field).

5. Click the **SAVE** button. The County Expenditure Report Entity Information page will calculate the Totals and Percentages of ADP Allocation.

6. If the displayed information is incorrect, updates can be made to the **Entity Type** and **Expenditure** fields. Additional entities and expenditures can be entered.

7. Click the **SAVE** button after additions and updates are made. The Expenditure Report Entity Information page will display the updated information. You can continue to make adjustments as necessary.

Expenditure Service/Activity Information

Enter the following data to update the Service/Activity Information page:

Non-Residential/Outpatient

Participants reside outside of the program facilities for these services

Treatment/recovery - no meds

A service designed to promote and maintain recovery from alcohol or drug problems. In addition to individual and group sessions, services may also include: educational sessions, recovery planning, counseling or psychotherapy, health screening, medical services, social and recreational activities, and information about and referral to appropriate community services.

Treatment/recovery - Methadone, LAAM, or other meds prescribed
Outpatient programs and methadone maintenance programs are included in this service category.

Day Program - intensive
This category includes:
(a) Services provided to drug abuse clients under Medi-Cal "Day Care Habilitative" category.

(b) Other day programs in which services are provided throughout the day and participation is according to a minimum attendance schedule (at least ten hours per week). Participants return to their homes at night, and may also have regularly assigned and supervised work functions.

(c) Intensive outpatient programs in which participants receive services at least two or more hours per day, three or more days per week.

Detoxification - no meds
A service designed to support and assist participants undergoing a period of planned withdrawal from alcohol or drug dependence, and to explore plans for continued service.

Detoxification - Methadone, LAAM, or other meds prescribed
A service designed to support and assist participants undergoing a period of planned withdrawal from alcohol or drug dependence, and to explore plans for continued service, which includes prescribed medications.

Residential

In all types of residential services, participants reside in the program facility on a 24-hour per day basis, receiving food and shelter as part of the treatment/recovery service.

Enter/Update the projected number of clients by Service Type:

Detoxification (hospital)
Services provided in a licensed hospital, in which participants are hospitalized primarily for medical support during a period of planned withdrawal from alcohol or drug dependence.

Detoxification (non-hospital) - no meds
Services provided in a licensed residential facility designed to support and assist the participant during a period of planned withdrawal from alcohol or drug dependence.

Medication is not administered.

Detoxification (non-hospital) - Methadone, LAAM, or other meds prescribed
Services provided in a licensed residential facility designed to support and assist the participant during a period of planned withdrawal from alcohol or drug dependence. Medication is administered.

Treatment/recovery - no meds
A service designed to promote and maintain recovery from alcohol or drug problems. In addition to individual and group sessions, services may also include: educational sessions, recovery planning, counseling or psychotherapy, health screening, medical services, social and recreational activities and information about and referral to appropriate community services.

Treatment/recovery - Methadone, LAAM, or other meds prescribed
Outpatient programs and methadone maintenance programs are included in this service category.

Other Service

Enter Planned Expenditures and Client for the following services:

Literacy Training
Literacy training is instruction and information presented in an individual or group setting to increase literacy skills - reading and reading comprehension as described in section 9505 (12), Title 9, CCR. Only enter the amount expended from your county's SACPA funds. *Do not include costs paid by other (i.e. non-SACPA) programs.*

Family Counseling
Family Counseling is counseling with individuals, couples, or groups which examines interpersonal and family relationships, and is provided by an individual licensed in accordance with section 4980 through 4981 of the Business and Professions Code, as described in section 9505 (10), Title 9, CCR. Only enter the amount expended from your county's SACPA funds. *Do not include costs paid by other (i.e. non-SACPA) programs.*

Vocational Training
Vocational training is instruction presented in a group setting to increase opportunities for gainful employment as described in section 9505 (17), Title 9, CCR. Only enter the amount expended from your county's SACPA funds. *Do not include costs paid by other (i.e. non-SACPA) programs.*

Other Client Services
Other Client Services are services the county plans to fund in order to serve SACPA clients, excluding vocational training, family counseling, and literacy training. If you are not sure whether "Other Service" expenditure is allowable

under SACPA rules, please contact your ADP analyst. Only enter the amount expended from your county's SACPA funds. *Do not include costs paid by other (i.e. non-SACPA) programs.*

> **Note:**
> ***Specify Other Client Services: List/describe services (other than those listed above) that the county plans to fund services in order to serve SACPA division.***

4. Case Management Activities
   Enter Planned Expenditures for:

   Referral/Assessment
   Referral- The probationer or parolee is sent from the criminal justice (court, probation department, or parole authority) to the entity that evaluates the defendant in terms of what services will be needed to achieve and maintain sobriety, and successfully complete the SACPA program.
   Assessment- A collection of detailed information concerning the client's substance abuse and treatment history, current condition, emotional and physical health, family status, social roles, victimization, education, criminal history, and other key areas. Treatment assessment is conducted using protocols proven valid and reliable, and should not be confused with classification of an offender's security risk.

   Placement
   Includes activities related to identifying the appropriate drug treatment provider and providers of other needed services, and routing the client to those services. Clients are considered placed when they are admitted into a treatment program

   Court Monitoring
   Includes activities related to monitoring the status and progress of SACPA clients. Clients appear in court to report on their progress.

   Supervision
   Includes activities by probation/parole officers to ensure a SACPA client's participation in and compliance with the drug treatment and other services to which they were referred.

   Miscellaneous
   Specify Miscellaneous. If you enter Planned Expenditures for miscellaneous case management activities, provide a brief description of the services.

5. SATTA (SB 223)
   Enter Planned Expenditure for:
   - Drug Testing for SACPA Clients
   - Other Purposes

6. Click the **SAVE** button at the bottom of the page to calculate and display the County Plan Service/Activity Information page with Totals and Percentages of Allocation.

7. Enter additional updates and click the **SAVE** button if the information displayed is incorrect. You can repeat the process to update the page until your data is correct. Once you are satisfied with the data, click the Prior Page link at the bottom of the page to return to the County Plan data entry selection page.

Case Management and Other Service Client Counts

Enter the data according to the following steps.

1. Enter the Total Clients that received Case Management or Other Services in the appropriate field. This should include only those clients who entered case management during the current reporting period. *Do not include clients who were entered in the previous reporting period.*

2. Enter the number of males and females that received Case Management or Other Services in the appropriate field. The total number of clients in each service column cannot exceed the Total Clients entered on the first line of that service column.

3. Enter the number of clients with Children Under 18 and without Children Under 18 who received Case Management or Other Services in the appropriate column. The total number of clients in each service column cannot exceed the Total Clients entered on the first line of that service column.

4. Enter the number of clients who fall within the age ranges at admission that received Case Management or Other Services in the appropriate field. The total number of clients in each service column cannot exceed the Total Clients entered on the first line of that service column.

5. Enter the number of clients who fall within the Race categories who received Case Management or Other Services in the appropriate field. The total number of clients in each service column cannot exceed the Total Clients entered on the first line of that service column.

6. Enter the number of clients who fall within the Ethnicity categories that received Case Management or Other Services in the appropriate field. The total number of clients in each service column cannot exceed the Total Clients entered on the first line of that service c column.

7. Enter the number of clients who fall within the Referral Sources who received Case Management or Other Services in the appropriate field. The total number of clients in each service column cannot exceed the Total Clients entered on the first line of that service column.

8. Enter the number of clients who fall within Living Arrangement that received Case Management or Other Services in the appropriate field. The total number of clients in each service column cannot exceed the Total Clients entered on the first line of that service column.

9. Enter the number of clients who are, and who are not pregnant who received Case Management or Other Services in the appropriate field. The total number of clients in each service column cannot exceed the Total Clients entered on the first line of that service column. Also, the total number of clients in each service column cannot exceed the number of Female clients for that service column.

10. Enter the total number of clients receiving drug testing funded by SATTA. If a number is entered in the client count field for testing, the total number of drug tests performed must be equal to or greater than the total number of clients.

11. Enter the total number of drug tests funded by SATTA. The number of drug tests performed must be greater than or equal to the total number of clients receiving the drug tests.

12. Click the **SAVE** button. The page will re-display and save the entered counts.

13. Enter additional updates and click the **SAVE** button if the information displayed is incorrect. You can repeat the process to update the page until your data is correct.

Other Services Waiting List Counts Information

Enter the data according to the following steps:

1. Waiting List Counts:
   Enter the number of clients for each group into the appropriate column; Literacy Training, Family Counseling, Vocational Training, or Other Client Services.

2. Days that SACPA applicants served spent on waiting list:
   Enter the number of clients for each group into the appropriate column; Literacy Training, Family Counseling, Vocational Training, or Other Client Services.

3. Of total SACPA applicants, how many were:
   Enter the number of clients who were SACPA Parole Referrals and SACPA Court/Probation Referrals into the appropriate column; Literacy Training, Family Counseling, Vocational Training, or Other Client Services.

4. Click the **SAVE** button. The Other Services Waiting List Counts Report page will re-display and save the entered counts.

5. Enter additional updates and click the **SAVE** button if the information displayed is incorrect. You can repeat the process until your data is correct.